SC DEPARTMENT OF CORRECTIONS
-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/24/15   CLOSING DATE: 03/05/15 (4:30 PM)

SCDC INTERNAL TITLE: ASST DIR - KCI R&E CTR   SCDC POSITION #: 017453

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM

LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: PROGRAM MANAGER I   STATE JOB CLASS: AH45

BAND: 07   SALARY RANGE $ 047092 - $ 087125   SPECIAL INCENTIVE: NO

LEVEL: B   SALARY RANGE $ 048980 - $ 077531 SCEIS POSITION #: 61019361

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE AND FIVE (5) YEARS RESPONSIBLE ADMINISTRATIVE

EXPERIENCE TO INCLUDE 2 YEARS SUPERVISORY EXPERIENCE; OR AN

ASSOCIATE DEGREE AND SEVEN (7) YEARS RESPONSIBLE ADMINISTRATIVE

EXPERIENCE TO INCLUDE 2 YEARS SUPERVISORY EXPERIENCE; OR A HIGH

SCHOOL DIPLOMA AND NINE (9) YEARS RESPONSIBLE ADMINISTRATIVE

EXPERIENCE TO INCLUDE 2 YEARS SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

OVERSEES THE MALE AND FEMALE RECEPTION AND EVALUATION PROCESS FOR

THE SC DEPARTMENT OF CORRECTIONS. ENSURES ALL NEW ADMISSIONS ARE

APPROPRIATELY IDENTIFIED AND PHOTOGRAPHED AS DOCUMENTATION OF THEIR

RECEIPT INTO THE SCDC. ENSURES THAT ALL COMMITMENT DOCUMENTS ARE

INTERPRETED TO CONFIRM THE LEGITIMACY OF THE INMATES' ADMISSION TO

SCDC, THEN ENSURES THIS DOCUMENTATION IS ENTERED INTO THE AUTOMATED

SYSTEM TO GENERATE ACCURATE RELEASE DATES. ALSO ENSURES APPROPRIATE

MEDICAL, MENTAL HEALTH AND EDUCATIONAL TESTS ARE ADMINISTERED

IMMEDIATELY UPON INTAKE. OVERSEES THE CLASSIFICATION AND

INSTITUTIONAL ASSIGNMENTS OF ALL NEW INTAKES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING